

## **NATIONAL PRE-JOIN**

### **MLE USER GUIDE**

**DOCUMENT VERSION: 1.0**

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**DATE: 10/04/2013**

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**Document Control**

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# 1 Introduction

This Managed Learning Environment (MLE) user guide explains how to use the MLE.

This document is aimed at:

- Providers delivering the pre-join curriculum (which may encompass the Certificate in the Knowledge of Policing (CKP) or an agreed equivalent).
- Students undertaking a course/programme relating to the above
- Individuals that have completed their course to maintain their knowledge and for continued development.

The MLE is managed by The National Centre for Applied Learning Technologies (NCALT)

The stages listed below are generic for all users, the screen shots from the live MLE system represent the information found on the MLE for the pre-join material.

**Note:** Slight differences in information displayed on these screens will not change the advice or use of the screen represented.

Follow the stages in this document, you will be advised when a screen does **not** apply to you.

Course providers will have access to a 'CKP Trainers Web Portal', this portal will contain information specific for delivery of the Pre-join material held on the MLE.

*(Ref: 3.4.3)*

Students will only see the appropriate information for them in the 'CKP Student Web Portal' held on the MLE. *(Ref: 3.4.3)*

## 2 Before You Start

In order to use the MLE you will need a computer that meets the below technical specification:

- PC Hardware:
  - Intel Pentium 800 MHz processor or above.
  - 512 MB System Memory (RAM).
  - Video screen resolution 1024 x768 pixels, 16 bit Colour.
- Operating System: Windows XP or higher
- Browser: Microsoft™ Internet Explorer 6.0 or higher.
  - Cookies enabled.
  - Pop-up Blocking disabled.
  - Recommended: Microsoft IE8 Technical [Specification](#)
- Macromedia™ Flash version 8.0 or later Plug-in.
- Sound Card & Speakers (preferable).
- Adobe Acrobat PDF Reader.
- Printer connected (preferable).
- An internet connection to the desktop.
- Bandwidth of 256Kbps or higher.

NOTE: the MLE only supports the use of Internet Explorer, please do not use other available web browsers e.g. Chrome, Safari, Firefox etc.

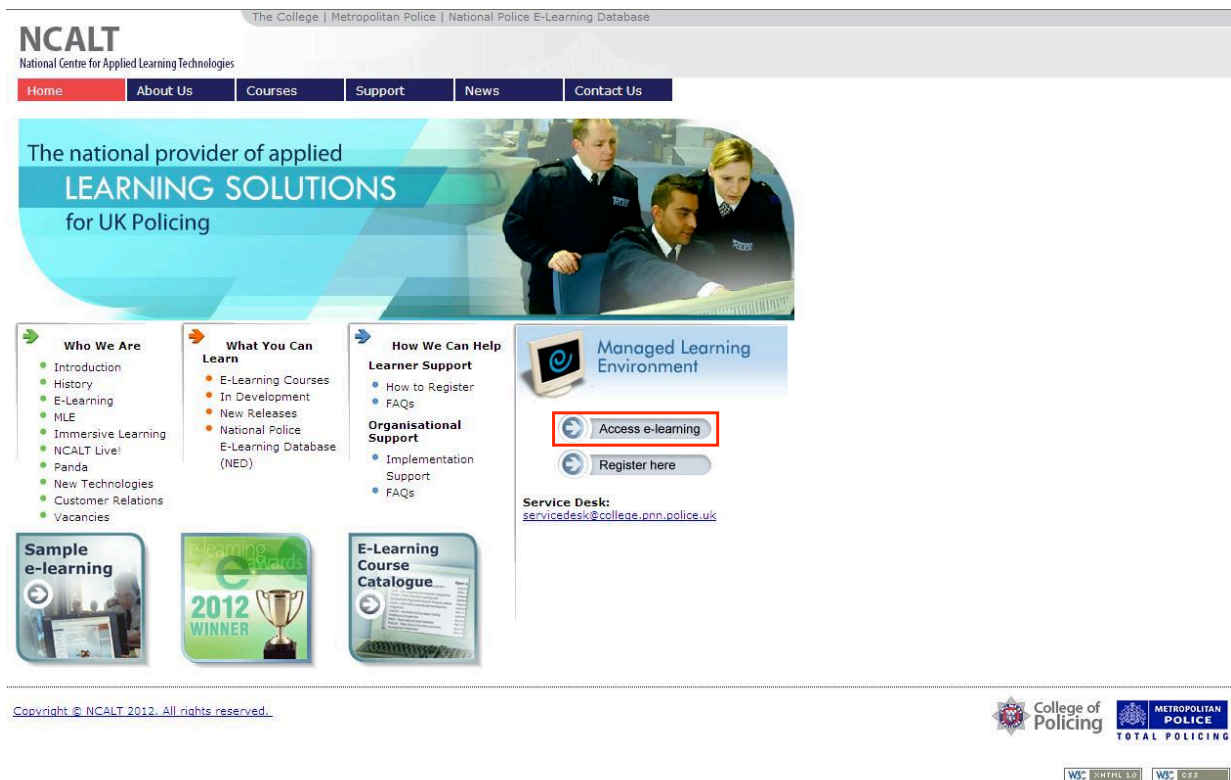
## 3 How To

### 3.1 Getting Access to the System

You can access the MLE anywhere you have a computer with an internet connection.

You can access the MLE via the NCALT web portal which can be found at the following URL:  
<http://www.ncalt.com>.

Once you open the NCALT web portal you can open the MLE by clicking on the 'Access e-learning' button which is located underneath 'Managed Learning Environment' on the right hand side of the screen.



### 3.1.1 User Accounts

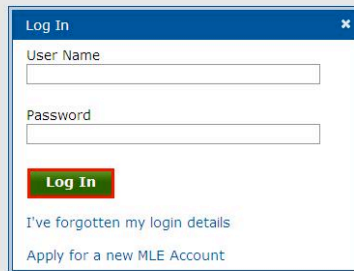
Logging into the MLE requires you to have an active user account. Your accounts will be created and an e-mail sent to you from The College of Policing Programme Management Unit.

Your CKP course provider will supply your details to The College of Policing to enable this to happen.

### 3.1.2 Logging In

When you access the MLE you will be presented with a Log In page. To log in, simply enter your username and password in the form provided and click 'Log In'.

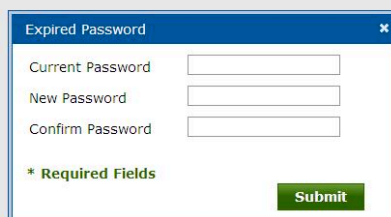
## MLE



A dialog box titled "Log In" with a close button (X) in the top right corner. It contains two text input fields: "User Name" and "Password". Below the fields is a green "Log In" button. At the bottom, there are two links: "I've forgotten my login details" and "Apply for a new MLE Account".

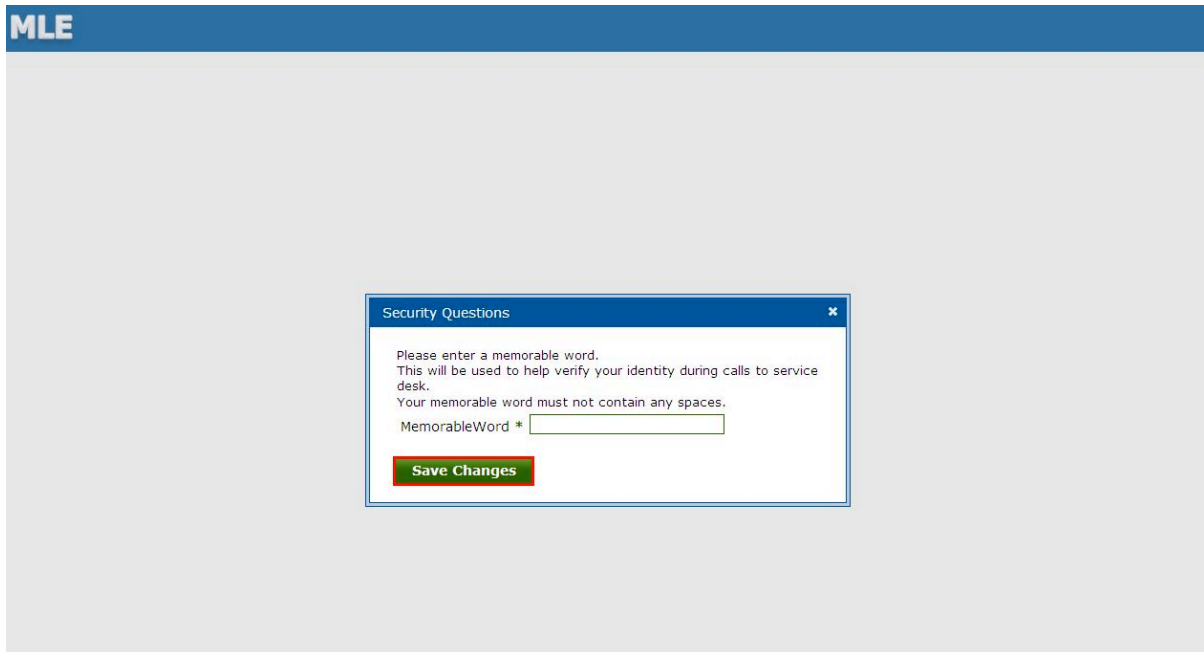
When you first log in to the MLE you will be asked to change your current password that was set by your administrator to a new one of your choice. NOTE: password is case sensitive and must be more than 8 characters in length.

## MLE



A dialog box titled "Expired Password" with a close button (X) in the top right corner. It contains three text input fields: "Current Password", "New Password", and "Confirm Password". Below the fields is a green "Submit" button. At the bottom left, there is a text label: "\* Required Fields".

You will then need to enter a memorable word which will be used to help verify your identity during future calls to the College Service Desk.



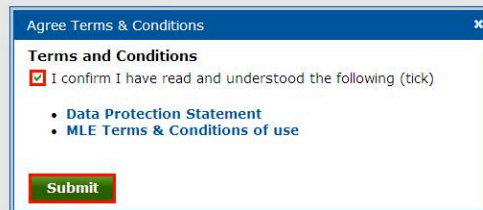
The screenshot shows a web interface with a blue header bar containing the text 'MLE'. Below the header is a large grey rectangular area. In the center of this area is a small dialog box titled 'Security Questions' with a close button (X) in the top right corner. The dialog box contains the following text: 'Please enter a memorable word. This will be used to help verify your identity during calls to service desk. Your memorable word must not contain any spaces.' Below this text is a text input field labeled 'MemorableWord \*'. At the bottom of the dialog box is a green button with the text 'Save Changes'.

You will then be asked to read and agree to the following Terms and Conditions:

- Data Protection Statement
- MLE Terms & Conditions of Use

Clicking on the named links brings up the text for each set of terms and conditions. Once you have read, understood and agree to both sets of terms and conditions you will need to select the tick box confirming your agreement and then select 'Submit'.





The screenshot shows a dialog box titled "Agree Terms & Conditions" with a close button (X) in the top right corner. Inside the dialog, the text "Terms and Conditions" is followed by a checked checkbox and the text "I confirm I have read and understood the following (tick)". Below this, there is a bulleted list containing "Data Protection Statement" and "MLE Terms & Conditions of use". At the bottom of the dialog is a green "Submit" button.

Once you have successfully changed your password, confirmed your memorable word and agreed to the relevant terms and conditions you will be directed to the National Pre-Join domain home page.

When you Log In to the MLE in future you will be directed straight to the National Pre-Join Domain home page after the Log In page.

### 3.1.3 Getting Help Logging In

If you have trouble logging in to the system, you can get help in the following ways:

- 1) **Reset your password** – if you have forgotten your password, you can reset it by clicking the “I’ve forgotten my login details” link. You will be asked to supply your force (National Pre-Join or your Home Force) and your username. Once you have done so, an email will be sent to the email address associated with your MLE account.

- 2) **Contact Service Desk** – alternatively if you are still experiencing problems with logging in you can contact the College of Policing Service Desk for assistance (0800 692 1122 or [ServiceDesk@college.pnn.police.uk](mailto:ServiceDesk@college.pnn.police.uk)).

Please note that an account lockout feature exists on the MLE login screen. If a user fails to login successfully three times in a row, further logins will be delayed by up to 30 seconds. This feature allows users to re-try logging in after a short delay. This is in place to comply with our security accreditation and helps to prevent scripted attacks from the login screen.

## 3.2 Navigating around the System

### 3.2.1 Main Menu

Getting around the MLE is very simple – the left-hand menu contains links to all the areas of the system you might want to access.

Clicking a menu item will take you to an information tab associated with the item you clicked. Other information tabs will be available from this page, which you can use to navigate to related areas.

**MLE** National Pre-Join

Advanced Search

AAA

Logout

Student Account

**Welcome Student to the Managed Learning Environment**

Home

Course Catalogues

National Pre-Join

National Programmes

Open Learning

Forums

My Training

Current Training

Completed Training

Required Training

Recommended Training

My Account

Personal Details

Employment Details

Contact Details

Diversity Details

Courses A-Z
 Popular Courses
 Latest Courses
 My Courses

**Most recent courses**

- Pre-Join to Policing Learning Programme: Student Resources
- MoPI Module 6 - 7: Sharing Police Information
- MoPI Module 4: 5x5x5 Information/Intelligence Reports
- MoPI Module 2 and 3: Collection and Recording
- MoPI Module 1: Background to MoPI
- Stop and Search
- Mental Ill Health and Learning Disability Awareness
- Introduction to Diversity
- National Decision Model for Policing
- Introduction to the PND

Need Help?

College of Policing Service Desk

P: 0800 692 1122

E: College of Policing Service Desk

Feedback

Your opinion matters ...

[About the MLE](#) | [Visit NCALT.com](#) | [Help Desk](#) | [Support](#) | [MLE Service Management Update](#) | [Terms & Conditions](#) | [Data Protection Statement](#)  
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 [CB01 - 10/04/2013 11:58:39]

If you have previously been given access to the MLE by a Police Force you will be assigned a secondary role on your existing MLE account which will allow you access to the Pre-Join material. On the MLE you can navigate between the two Domains you have been given access to; your Police Force Domain and the National Pre-Join Domain.

When you need to access the Pre-Join material on the MLE you will need to ensure you are viewing the correct Domain. To change the Domain that you are viewing you need to select the drop-down box in the top-left hand corner of the MLE and select the National Pre-Join Domain that is assigned to you; this Domain will be named in line with your Provider. The drop-down box is highlighted by a red box in the screenshot below:

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MLE

National Pre-Join

Advanced Search

AAA

Logout Peter Twidle

Home > Catalogues

Course Catalogues

National Pre-Join

Home

Course Catalogues

National Pre-Join

National Programmes

Open Learning

Forums

National Policing Curriculum

My Training

Current Training

Completed Training

Required Training

Recommended Training

My Account

Personal Details

Employment Details

Contact Details

National Pre-Join

National Programmes

Open Learning

Forums

National Policing Curriculum

National Pre-Join

CKP e-learning

CKP Learning Resources

Catalogue Description

Welcome to the Pre-Join to Policing Learning Programme portal. In here you will find two kinds of resources or material: A range of student resources for anyone undergoing Pre-Join learning programmes; a variety of training material for trainers delivering Pre-Join learning programmes. Access to the student resources is open to all licensed providers (x5 per licensee) and students studying via a licensed provider subject to payment of the three year subscription fee. Access to the trainer's materials is restricted to the Licensed Provider's Trainers and training administrators only (x5 per license).

Course Title ^	Course Type	
+ Pre-Join to Policing Learning Programme: Student Resources	WebContent	Launch

Please note that you will only be able to see this drop-down box if you have access to two Domains.

If you have been given access to more than one MLE account, you must complete your training via the **MLE account which has access to the Pre-Join Domain**. This will ensure that your completed training will show on your training history in the correct account.

## 3.2.2 Breadcrumb Trail

Whenever you navigate to an area within the MLE, a breadcrumb is added at the top of the page. Clicking on entries within the breadcrumb trail can be used to take you back to previously visited pages.

**MLE** National Pre-Join

Advanced Search

**AAA**

**Logout**

Student Account

[Home > Course > Details](#)

Home

Course Catalogues

National Pre-Join National Programmes

Open Learning Forums

My Training

Current Training

Completed Training

Required Training

Recommended Training

My Account

Personal Details

Employment Details

Contact Details

Diversity Details

Introduction to Communications Data and Cybercrime

This module has been produced to show the skills needed for a basic level of understanding of the uses of communications data within law enforcement including guidance on cybercrime prevention. It is intended to form a base for later, more advanced, modules and training programmes. This module should take approximately 90 minutes Version 1.0 released 29th October 2010

**Course Type:** ELearning

**Published By:** NPIA Content

**Course Code:** PL\_NCL\_ICD\_01\_00

**Date Published:** 01/07/2011

**Duration:** Not Specified

**Status:** InComplete

**Launch**

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 [CB01 - 27/11/2012 11:54:44]

## 3.2.3 Grid Views

The MLE often displays lists of information in a grid. When using a grid, the following navigation features are available:

- **Column Sorting** – if you click the heading of a column, the information in the grid will be sorted by that column. Clicking the heading a second time will reverse the sort order.
- **Paging** – the items in the grid are presented in pages. You can navigate forwards and backwards through the pages using the arrow buttons.
- **Jump to Page** – you can go directly to a specific page by typing the number in the box in the centre of the bottom of the grid.

**MLE** National Pre-Join
 

AAA

**Logout** Student Account

Home > Training

**My Training**

Home
Course Catalogues
National Pre-Join
National Programmes
Open Learning
Forums
My Training
Current Training
Completed Training
Required Training
Recommended Training
My Account
Personal Details
Employment Details
Contact Details
Diversity Details

**Current Training**
Completed Training
Required Training
Recommended Training

Course Title ↑	Enrolled Date	Status			
Introduction to Diversity National Domain	27/11/2012	InProgress	Details	Cancel	<input type="button" value="Launch"/>
Introduction to Communications Data and Cybercrime National Domain	27/11/2012	InProgress	Details	Cancel	<input type="button" value="Launch"/>

Page 1 of 1

10

View 1 - 2 of 2

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[CB02 - 25/03/2013 11:46:18]

## 3.2.4 Font Size

The font size of the system can be changed using the control in the top-right corner of the page.  
 NOTE: this will only change the font size within the MLE and not change your browser settings.

**MLE** National Pre-Join
 

AAA

**Logout** Student Account

Home

**Welcome Student to the Managed Learning Environment**

## 3.3 Finding Courses

There are several different ways you can use to find a piece of learning.

**MLE** National Pre-Join
 

AAA

**Logout** Student Account

Home

**Welcome Student to the Managed Learning Environment**

Home
Course Catalogues
National Pre-Join
National Programmes
Open Learning
Forums

**Courses A-Z**
Popular Courses
Latest Courses
My Courses

**A to Z index of courses**  
A D G I L M N P R S T  
**A**

**Need Help?**  
College of Policing  
Service Desk  
P: 0800 692 1122  
E: College of Policing  
Service Desk

## 3.3.1 A-Z Course List

One of the tabs available from the home page is a list of all the courses available to you, displayed in alphabetical order. Clicking any course in the list will take you the course details page.

**MLE National Pre-Join** Advanced Search AAA

**Welcome Student to the Managed Learning Environment**

**Courses A-Z** Popular Courses Latest Courses My Courses

**A to Z index of courses**

I L M N P S T

**I**

- Introduction to Communications Data and Cybercrime [Back to top](#)
- Introduction to Diversity
- Introduction to the PND
- Investigative Interviewing

**L**

- Lawful Handling of Information [Back to top](#)

**M**

- Mental Ill Health and Learning Disability Awareness [Back to top](#)
- MoPI Module 1: Background to MoPI
- MoPI Module 2 and 3: Collection and Recording
- MoPI Module 4: 5x5x5 Information/Intelligence Reports
- MoPI Module 6 - 7: Sharing Police Information

**N**

- National Decision Model for Policing [Back to top](#)

**Need Help?**

**College of Policing Service Desk**  
P: 0800 692 1122  
E: College of Policing Service Desk

**Feedback**  
Your opinion matters ...

**NCALT**  
National Centre for Applied Learning Technologies

**College of Policing** **METROPOLITAN POLICE** **TOTAL POLICING**

## 3.3.2 Popular Courses

The Popular Courses tab on the home page displays the 10 courses available to you, which have been completed by members of your force during the last month.

**MLE** National Pre-Join

Advanced Search

**AAA**

**Logout** Student Account

**Welcome Student to the Managed Learning Environment**

**Home**  
 Course Catalogues  
 National Pre-Join  
 National Programmes  
 Open Learning  
 Forums  
 My Training  
 Current Training  
 Completed Training  
 Required Training  
 Recommended  
 Training  
 My Account  
 Personal Details  
 Employment Details  
 Contact Details  
 Diversity Details

Courses A-Z
 **Popular Courses**
 Latest Courses
 My Courses

**Most popular courses**

- PCSPB for Non-managers (v1)
- National Decision Model for Policing
- Lawful Handling of Information
- 
- Mental Ill Health and Learning Disability Awareness
- Introduction to Diversity
- Introduction to the PND
- MoPI Module 1: Background to MoPI
- Powers of Arrest
- Investigative Interviewing

**Need Help?**  
**College of Policing Service Desk**  
**P:** 0800 692 1122  
**E:** College of Policing Service Desk

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**TOTAL POLICING**

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 [CB01 - 10/04/2013 11:58:39]

## 3.3.3 Latest Courses

The Latest Courses tab on the home page, displays the 10 courses available to you, which have been most recently added to the system.

**MLE** National Pre-Join

Advanced Search

**AAA**

**Logout** Student Account

**Welcome Student to the Managed Learning Environment**

**Home**  
 Course Catalogues  
 National Pre-Join  
 National Programmes  
 Open Learning  
 Forums  
 My Training  
 Current Training  
 Completed Training  
 Required Training  
 Recommended  
 Training  
 My Account  
 Personal Details  
 Employment Details  
 Contact Details  
 Diversity Details

Courses A-Z
 Popular Courses
 **Latest Courses**
 My Courses

**Most recent courses**

- Pre-Join to Policing Learning Programme: Student Resources
- MoPI Module 6 - 7: Sharing Police Information
- MoPI Module 4: 5x5x5 Information/Intelligence Reports
- MoPI Module 2 and 3: Collection and Recording
- MoPI Module 1: Background to MoPI
- Stop and Search
- Mental Ill Health and Learning Disability Awareness
- Introduction to Diversity
- National Decision Model for Policing
- Introduction to the PND

**Need Help?**  
**College of Policing Service Desk**  
**P:** 0800 692 1122  
**E:** College of Policing Service Desk

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## 3.3.4 My Courses

The My Courses tab displays activities which you are enrolled on. Clicking on any course title will take you to the course details page where you can launch the course.

The screenshot shows the MLE National Pre-Join interface. At the top, there is a blue header with the MLE logo, 'National Pre-Join', a search bar, and 'Advanced Search' with a magnifying glass icon. Below the header, on the left, is a sidebar with a 'Logout' button and 'Student Account' link. The main content area is titled 'Welcome Student to the Managed Learning Environment'. It features a navigation bar with tabs: 'Courses A-Z', 'Popular Courses', 'Latest Courses', and 'My Courses' (which is highlighted with a red box). Below the 'My Courses' tab, there is a section titled 'Courses I am enrolled on' with a list of courses: 'Introduction to Communications Data and Cybercrime' and 'Introduction to Diversity'. To the right of the main content, there is a 'Need Help?' section with contact information for the College of Policing Service Desk, a 'Feedback' section, and logos for NCALT and the College of Policing.

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 [CB01 - 10/04/2013 12:27:26]

## 3.3.5 Searching

Simply enter a title or some key words in the search box at the top of the page and click the Search button. The MLE will display a list of matches.

Clicking any item on the list of matches will display the details of the course or content. Your search results will be separated out further to assist you into tabs displaying all results, e-learning, documents and forums.

The screenshot shows the MLE National Pre-Join interface with a search bar at the top containing the word 'police'. A dropdown menu is visible below the search bar, listing search results: 'MoPI Module 6 - 7: Sharing Police Information', 'National Decision Model for Policing', 'Pre-Join to Policing Learning Programme: Student Resources', and 'Resources'. The main content area is titled 'Welcome Student to the Managed Learning Environment'. It features a navigation bar with tabs: 'Courses A-Z', 'Popular Courses', 'Latest Courses', and 'My Courses'. Below the 'Courses A-Z' tab, there is a section titled 'A to Z index of courses' with a list of letters: 'I', 'L', 'M', 'N', 'P', 'S', 'T'. To the right of the main content, there is a 'Need Help?' section with contact information for the College of Policing Service Desk.

If you are looking for something quite specific you can use the Advanced Search feature to match or exclude words in the course title.

## 3.3.6 Browsing for Courses

Using the course catalogues, you can view all training available to you through the MLE. To view a catalogue, click on its name in the left-menu.

The catalogue browser window shows a list of all the top-level catalogues available to you. Users in the National Pre-Join domain should browse the catalogues using the 'National Pre-Join' tab as you will not be able to access any links via the Open Learning and Forums Tab. In the National Programmes tab you will be able to see all the National Programme catalogues but will only be able to see and launch courses which are available to you which are already listed in the 'National Pre-Join' tab.

Clicking on a catalogue will show any courses it contains. The plus icon denotes that there are sub-catalogues, click the icon to expand the catalogue list.

The low window shows the list of courses contained in the currently selected catalogue. Clicking on a course will show its details page.

You can control how much of the page is used for the top and bottom panels on this page by dragging the horizontally striped bar in the middle of the page.

MLE National Pre-Join

Home > Catalogues

**Course Catalogues**

Logout Student Account

Home

Course Catalogues

National Pre-Join

National Programmes

Open Learning

Forums

My Training

Current Training

Completed Training

Required Training

Recommended Training

My Account

Personal Details

Employment Details

Contact Details

Diversity Details

National Pre-Join

CKP e-learning

1. Initial e-learning Modules

2. Course e-learning

Management of Police Information (MOP1)

CKP Learning Resources

Catalogue Description

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[CB01 - 08/04/2013 10:46:52]

### 3.3.7 My Training

By clicking the My Training link on the left-hand menu you can see all training for which you have been enrolled. There are four tabs available:

- **Current Training** – shows all courses you have started, or enrolled upon, but have not yet completed. You also have the option from this page to launch the course, view details of the course or cancel your registration from it.
- **Completed Training** – shows all courses you have ever completed on the system, including every attempt you have made of each. This page also allows you to download Certificates and Evaluation Forms for previous courses that you have completed.
- **Required Training** – shows all courses assigned to you which you are required to complete.
- **Recommended Training** – shows all courses which may have been recommended as relevant to you by your Course Provider.

MLE National Pre-Join

Home > Training

**My Training**

Logout Student Account

Home

Course Catalogues

National Pre-Join

National Programmes

Open Learning

Forums

**My Training**

Current Training

Completed Training

Required Training

Recommended Training

My Account

Personal Details

Employment Details

Contact Details

Diversity Details

**Current Training** Completed Training Required Training Recommended Training

Course Title *	Enrolled Date	Status			
Introduction to Diversity National Domain	27/11/2012	InProgress	Details	Cancel	Launch
Introduction to Communications Data and Cybercrime National Domain	27/11/2012	InProgress	Details	Cancel	Launch

Print Save Page 1 of 10 View 1 - 2 of 2

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[CB02 - 25/03/2013 11:58:52]

### 3.4 Launching Courses

Courses can be launched using the Launch button from anywhere it appears (course lists or course details pages).

**MLE** National Pre-Join
 
 Advanced Search
 AAA

**Logout** Student Account

[Home](#)
[Course Catalogues](#)
[National Pre-Join](#)
[National Programmes](#)
[Open Learning](#)
[Forums](#)

**My Training**
[Current Training](#)
[Completed Training](#)
[Required Training](#)
[Recommended Training](#)

**My Account**
[Personal Details](#)
[Employment Details](#)
[Contact Details](#)
[Diversity Details](#)

Home > Course > Details

**Introduction to Communications Data and Cybercrime**

This module has been produced to show the skills needed for a basic level of understanding of the uses of communications data within law enforcement including guidance on cybercrime prevention. It is intended to form a base for later, more advanced, modules and training programmes. This module should take approximately 90 minutes Version 1.0 released 29th October 2010

**Course Type:** ELearning
 **Published By:** College of Policing Content

**Course Code:** PL\_NCL\_ICD\_01\_00
 **Date Published:** 01/07/2011

**Duration:** Not Specified

**Status:** InComplete

Launch

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 [CB01 - 11/12/2012 16:43:10]

When you launch a course, the course content will appear in a new window overlaying the MLE screen. You will not be able to access any MLE functions until you close the course.

[Menu](#)
[Resources](#)
[Introduction to Communications Data and Cybercrime](#)
[Help](#)
[Settings](#)

**Welcome to this Introduction to Communications Data and Cybercrime module.**

This module consists of four chapters and should take you about 1 hour and 30 minutes to complete.

If you haven't used NCALT e-learning before you can get assistance on how to use the course by clicking the Help button at the top of the screen at any time.

If you want to take a break between chapters or leave the module at any time, when you return you will be able to continue where you left off.

When you are ready, click the **Start** button.

Start

### 3.4.1 Launching Previously Completed Courses

When you launch a course for which your last attempt is complete, you will be offered the option of either reviewing the course or re-launching it.

**Reviewing** a course will allow you to see the course content as you previously completed it, including any answers you gave to questions or options you selected it. No new entry will be created in your training record.

**Re-launching** a course will enable you to take the course again. This will create a new attempt record for the course in your training record.

**Note:** the review option will only work correctly if the course supports it. If not, reviewing the course will not show you previously entered options and answers.

### 3.4.2 Launching a Curriculum

Curriculums are collections of courses, comprising programmes of learning. When you launch a curriculum, it will display the list of courses it contains and give you the option of launching one of them.

### 3.4.3 Launching a Course via a Catalogue

By clicking on the Course Catalogues link on the left-hand menu you can see all the course catalogues available to you.

To find the catalogue you wish to open you will need to select the 'National Pre-Join Domain' tab and then search for your catalogue in the list which is sorted alphabetically.

Once you click on the relevant catalogue it will list all the courses contained within the catalogue. You can launch any of the courses listed by clicking on the 'Launch' button next to the course.

### 3.4.4 Launching CKP Student Resources via a Catalogue

**MLE** National Pre-Join

Advanced Search

AAA

Logout

Student Account

Home > Catalogues

Home
   
**Course Catalogues**
  
 National Pre-Join
   
 National Programmes
   
 Open Learning
   
 Forums
   
 My Training
   
 Current Training
   
 Completed Training
   
 Required Training
   
 Recommended Training
   
 My Account
   
 Personal Details
   
 Employment Details
   
 Contact Details
   
 Diversity Details

Course Catalogues

National Pre-Join
   
 National Programmes
   
 Open Learning
   
 Forums

National Pre-Join
   
 CKP e-learning
   
   1. Initial e-learning Modules
   
   2. Course e-learning
   
     Management of Police Information (MOPI)
   
   CKP Learning Resources

**Catalogue Description**

Welcome to the Pre-Join to Policing Learning Programme portal. In here you will find two kinds of resources or material: A range of student resources for anyone undergoing Pre-Join learning programmes; a variety of training material for trainers delivering Pre-Join learning programmes. Access to the student resources is open to all licensed providers (x5 per licensee) and students studying via a licensed provider subject to payment of the three year subscription fee. Access to the trainer's materials is restricted to the Licensed Provider's Trainers and training administrators only (x5 per license).

Course Title ^	Course Type	
+ Pre-Join to Policing Learning Programme: Student Resources	WebContent	<a href="#">Launch</a>

Print Save

Page 1 of 10

View 1 - 1 of 1

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 [CB01 - 08/04/2013 11:36:57]

## 3.4.5 For Students only:

By launching the 'Student Resources' Web content page you will be taken to the Pre-Join to Policing Learning Programme Student resource Portal.

## Pre-Join to Policing Learning Programme: Student Resources



Student Resources
Audio Notes
Quick Notes
Updates
Support

### Welcome to the

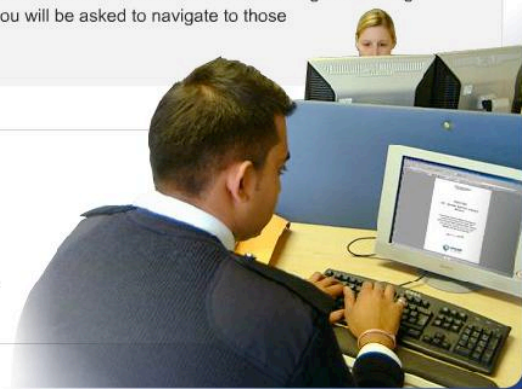
#### Pre-Join to Policing Learning Programme Student Resource Portal

This portal allows you access to the range of student resources for use in the learning programmes you are currently undertaking.

These resources will generally consist of Student Notes, Student Notes (Audio Versions), Quick Notes and a variety of e-learning relevant to your studies. The resources are predominantly in PDF and MS Word.

There are some e-learning programmes that are held elsewhere on the Managed Learning Environment and where these occur you will be asked to navigate to those programmes outside this portal.

Available as Adobe Acrobat PDF files, you will need to have the free Acrobat Reader installed on your computer. To save any document, click on the Save icon in Acrobat Reader and select where you want to save it.



The Student Portal allows you to access the 'Student Notes', the same notes in an audio version and Quick reference revision notes.

When in the portal 'click' on the named resource to gain access.  
You will be presented with the following options:

- 1) Common Induction
- 2) Operational Modules (OP)
- 3) Legislation, Policies and Guidelines Modules (LPG)

All of the above resources form part of your course.

The 'update' section allows you to enter a 'from' and a 'to' date to search for updated materials.

When an updated document appears, hover the cursor over the document a brief description of the changes or update will appear.



**MLE** National Pre-Join

Advanced Search

AAA

Logout Student Account

Home > Catalogues

**Course Catalogues**

Home
 **Course Catalogues**
 National Pre-Join
 National Programmes
 Open Learning
 Forums

My Training
 Current Training
 Completed Training
 Required Training
 Recommended Training

My Account
 Personal Details
 Employment Details
 Contact Details
 Diversity Details

National Pre-Join
 National Programmes
 Open Learning
 Forums

National Pre-Join
 CKP e-learning
 1. Initial e-learning Modules
 2. Course e-learning
 Management of Police Information (MOPI)
 CKP Learning Resources

**Catalogue Description**

Course Title ^	Course Type	
+ Introduction to Communications Data and Cybercrime	ELearning	Launch
+ Introduction to Diversity	ELearning	Launch
+ Lawful Handling of Information	ELearning	Launch
+ National Decision Model for Policing	ELearning	Launch

Print Save
 Page 1 of 1
 10

View 1 - 4 of 4

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 [CB01 - 08/04/2013 11:11:56]

The e-learning packages are **not** accessible in the 'Student Resources' web content page, you can only access them using the links on the MLE as shown above and on Page 18 of this guide.

**MLE** National Pre-Join

Advanced Search

AAA

Logout Pre-Join Admin

Home > Catalogues

**Course Catalogues**

Home
 **Course Catalogues**
 National Pre-Join
 National Programmes
 Open Learning
 Forums

My Training
 Current Training
 Completed Training
 Required Training
 Recommended Training

My Account
 Personal Details
 Employment Details
 Contact Details
 Diversity Details

National Pre-Join
 National Programmes
 Open Learning
 Forums
 National Policing Curriculum

National Pre-Join
 CKP e-learning
 CKP Learning Resources

**Catalogue Description**

Welcome to the Pre-Join to Policing Learning Programme portal. In here you will find two kinds of resources or material: A range of student resources for anyone undergoing Pre-Join learning programmes; a variety of training material for trainers delivering Pre-Join learning programmes. Access to the student resources is open to all licensed providers (x5 per licensee) and students studying via a licensed provider subject to payment of the three year subscription fee. Access to the trainer's materials is restricted to the Licensed Provider's Trainers and training administrators only (x5 per license).

Course Title ^	Course Type	
+ Pre-Join to Policing Learning Programme: Student Resources	WebContent	Launch
+ Pre-Join to Policing Learning Programme: Trainer Materials	WebContent	Launch

Print Save
 Page 1 of 1
 10

View 1 - 2 of 2

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 [CB02 - 08/02/2013 14:40:53]




### 3.4.6 For Providers/Trainers only:

By launching the 'Trainer Materials' Web content page you will be taken to the Pre-Join to Policing Learning Programme Trainer/Assessor Material resource Portal.

Students will not be given access to this material.

The e-learning packages are **not** accessible in the 'Trainer/Assessor' web content page, you can only access them using the links on the MLE as shown above and on Page 18 of this guide.

Pre-Join to Policing Learning Programme: Trainer Materials



- Handbook and Guidance
- Assessment
- Student Resources
- Audio Notes
- Quick Notes
- Updates
- Support

### Welcome to the

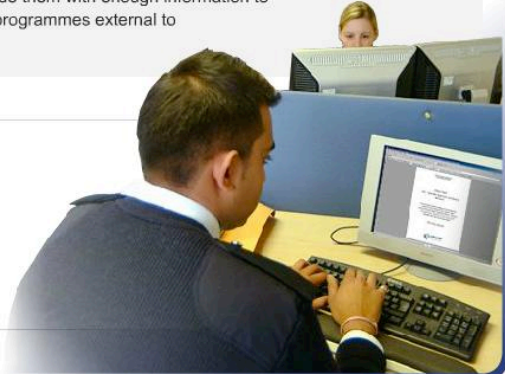
#### Pre-Join to Policing Learning Programme - Trainer /Assessor Materials

This portal allows you access to the range of trainer materials for use in the learning programmes you are currently delivering.

These resources will consist of the national Pre-join Curriculum (learning outcome level) MS word document, Pre-Join Curriculum (Module Content level) MS Excel, PKC Assessment Exemplars.

There are some e-learning programmes that are held elsewhere on the Managed Learning Environment. Where the learning programme requires your students to complete additional learning components, you should provide them with enough information to allow them to navigate to the relevant programmes external to their student portal.

Available as Adobe Acrobat PDF files, you will need to have the free Acrobat Reader installed on your computer. To save any document, click on the Save icon in Acrobat Reader and select where you want to save it.



The Trainer portal holds the same information as the student portal, but with extra information for Trainers:

- 1) Handbook and Guidance
- 2) Assessment

All of the above resources form part of your course.

The 'update' section allows you to enter a 'from' and a 'to' date to search for updated materials.

When an updated document appears, hover the cursor over the document a brief description of the changes or update will appear.

## 3.5 Evaluation Form

Following your successful completion of particular courses you will be asked to complete an evaluation form. This form gives you an opportunity to provide feedback for the course which will be taken into consideration by the developers of the training.

The screenshot shows the MLE National Pre-Join portal. The header includes the MLE logo, 'National Pre-Join', a search bar, and 'Advanced Search' with a magnifying glass icon. The user is logged in as a 'Student Account' with a 'Logout' button. The breadcrumb trail is 'Home > Course > Details'. The left sidebar contains navigation links: Home, Course Catalogues, National Pre-Join, National Programmes, Open Learning, Forums, My Training, Current Training, Completed Training, Required Training, Recommended Training, My Account, Personal Details, Employment Details, Contact Details, and Diversity Details. The main content area displays the course 'Protecting Information: Level 1'. The course description states: 'Protecting Information Level 1 is an e-Learning package introduced to provide a consistent level of information risk training across government. It is aimed at anyone in government who handles information and needs to protect it. Protecting Information Level 1 consists of four separate topics (protecting and sharing information; in the workplace; on the move; and staying safe online) and takes approximately 45 minutes to complete. Completion of this e-Learning is based on passing the 15 question end of course assessment with a score of 80% or higher. Access to this e-Learning has been made available to all forces through the MLE. Completion of this course by the forces is subject to local agreements. Version 2.0 released 26/09/12'. Below the description, the course details are listed: 'Course Type: ELE...', 'Course Code: EX...', 'Duration: 45', and 'Status: Co...'. An 'Evaluation' pop-up window is displayed over the course details, containing the text: 'Thank you for completing Protecting Information: Level 1', 'We'd appreciate your feedback - Can you take a few moments to complete the course evaluation now?', and two buttons: 'No' and 'Yes'. At the bottom of the course details, there are three buttons: 'Launch', 'Certificate', and 'Evaluation'. The footer contains links: 'About the MLE | Visit NCALT.com | Help Desk | Support | MLE Service Management Update | Terms & Conditions | Data Protection Statement', copyright information '© NCALT 2005-2012', and a timestamp '[CB01 - 27/11/2012 10:47:36]'.

## 3.6 Printing Certificates

Some courses have certificates that are gained when you complete them (note, not all courses do). Once you have completed a course with a certificate you can access it by selecting the Certificate button on the course details page or from the completed training tab.

The screenshot shows the MLE National Pre-Join interface. At the top, there is a blue header with the MLE logo, 'National Pre-Join', a search bar, 'Advanced Search', and 'AAA'. Below the header, a navigation bar shows 'Home > Course > Details'. On the left, there is a sidebar with a 'Logout' button and 'Student Account' link. The sidebar also contains a menu with 'Home', 'Course Catalogues', 'National Pre-Join', 'National Programmes', 'Open Learning', 'Forums', 'My Training', 'Current Training', 'Completed Training', 'Required Training', 'Recommended Training', 'My Account', 'Personal Details', 'Employment Details', 'Contact Details', and 'Diversity Details'. The main content area displays the course title 'Introduction to Communications Data and Cybercrime' in a blue header. Below this, a paragraph describes the module's purpose. A table-like section lists course details: Course Type (ELearning), Course Code (PL\_NCL\_ICD\_01\_00), Duration (Not Specified), Status (Completed 08/04/2013 11:27:36), Published By (College of Policing Content), and Date Published (01/07/2011). At the bottom of this section are three buttons: 'Launch', 'Certificate' (highlighted with a red border), and 'Evaluation'. The footer contains links for 'About the MLE', 'Visit NCALT.com', 'Help Desk', 'Support', 'MLE Service Management Update', 'Terms & Conditions', and 'Data Protection Statement', along with copyright information for NCALT 2005-2012 and a timestamp [CB01 - 08/04/2013 11:27:38].

Certificates are PDF format, and **displaying them requires you to have Adobe Reader installed on your machine.**

From the certificate display, you can either save or print the certificate using the icons at the top of the certificate box.

If you need to print a certificate for a course that you have previously completed you can download it from your Completed Training tab located underneath the My Training section of the MLE.

### 3.7 Updating your Details

When you click on the My Account tab it gives you the option to update your personal details, employment details, contact details and diversity details.

#### 3.7.1 Personal Details

On the Personal Details tab you are able to change your password or memorable word if required. If you wish to update your Name or Username you will need to contact the Programme Management Unit (01423 87 6626 or [programmemanagement@college.pnn.police.uk](mailto:programmemanagement@college.pnn.police.uk))

**MLE** National Pre-Join

Advanced Search

AAA

Logout

Student Account

Home > Account > Edit

Home

Course Catalogues

National Pre-Join

National Programmes

Open Learning

Forums

My Training

Current Training

Completed Training

Required Training

Recommended Training

My Account

Personal Details

Employment Details

Contact Details

Diversity Details

## My Account

Personal Details

Employment Details

Contact Details

Diversity Details

### Account Details

Please complete ALL fields.

First Name \*

Last Name \*

User Name \*

Password

Change Password

\* Required Fields

Save Changes

### Security Questions

Please enter a memorable word.  
This will be used to help verify your identity during calls to service desk.

Your memorable word must not contain any spaces.

MemorableWord \*

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[CB01 - 27/11/2012 11:24:18]

## 3.7.2 Employment Details

You can view your employment details on the Employment Details tab but will be unable to update any of these details.

**MLE** National Pre-Join

Advanced Search

AAA

Logout

Student Account

Home > Account > Edit

Home

Course Catalogues

National Pre-Join

National Programmes

Open Learning

Forums

My Training

Current Training

Completed Training

Required Training

Recommended Training

My Account

Personal Details

Employment Details

Contact Details

Diversity Details

## My Account

Personal Details

Employment Details

Contact Details

Diversity Details

### Employment Details

You do not have to provide these details. If your MLE account was created by your HR department, you may not be able to change this.

Organisation :

Employment Role :

Employment Start Date :

Employment / Warrant Number :

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[CB01 - 27/11/2012 15:45:43]

### 3.7.3 Contact Details

The Contact Details tab allows you to add your work address and any phone numbers to your account. You do not have to provide these details, but it would help us when contacting you.

The screenshot displays the 'My Account' page for the MLE National Pre-Join system. The 'Contact Details' tab is selected and highlighted with a red box. The page contains the following elements:

- Header:** MLE National Pre-Join logo, a search bar, and 'Advanced Search' link.
- Navigation:** A sidebar on the left with links like 'Home', 'Course Catalogues', 'My Training', and 'My Account'. The 'My Account' section is expanded, showing 'Personal Details', 'Employment Details', 'Contact Details' (highlighted), and 'Diversity Details'.
- Breadcrumbs:** Home > Account > Edit
- Section Header:** My Account
- Tab Navigation:** Personal Details, Employment Details, **Contact Details** (active), Diversity Details.
- Form Title:** Work Contact Details
- Text:** You do not have to provide these details, but would help us in contacting you.
- Form Fields:**
  - Work Address 1, Work Address 2, City, County, Country, Post Code
  - Email (pre-filled with Student@licensedprovider.ac.uk)
  - Telephone, Mobile Number
- Footer:** About the MLE | Visit NCALT.com | Help Desk | Support | MLE Service Management Update | Terms & Conditions | Data Protection Statement. © NCALT 2005-2012. [CB01 - 27/11/2012 11:24:18]

### 3.7.4 Diversity Details

The Diversity Details tab allows you to add information regarding your background if you wish to add this. You do not have to provide these details.

MLE

National Pre-Join

Advanced Search

AAA

Logout Student Account

Home > Account > Edit

My Account

Personal Details

Employment Details

Contact Details

Diversity Details

Diversity Information

You do not have to provide these details.

Gender :

Select...

Ethnicity :

Select...

Religion :

Select...

Qualification :

Select...

First Language :

Select...

Sexual Orientation :

Select...

Disability :

Select...

Save Changes

Home

Course Catalogues

National Pre-Join National Programmes

Open Learning Forums

My Training

Current Training

Completed Training

Required Training

Recommended Training

My Account

Personal Details

Employment Details

Contact Details

Diversity Details

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[CB01 - 27/11/2012 11:24:18]

## 3.8 Getting Help

For technical support, please contact: 0800 692 1122 or [ServiceDesk@college.pnn.police.uk](mailto:ServiceDesk@college.pnn.police.uk)

During your Course your Provider will assist you with knowledge tutorials.

### Post Course:

Support will be provided by the College of Policing

contact: [Learning.Implementation@college.pnn.police.uk](mailto:Learning.Implementation@college.pnn.police.uk)

### **3.9 After Completion of your Course**

When you have completed your course with your chosen provider, you will continue to be able to access your Student Training materials on the MLE for the remainder of your 3 year subscription.

The material on this site will be maintained and up to date in line with National Police Training requirements.

After 3 years your details will automatically be deleted.

If during this 3 year period you become a police officer, your training records will be transferred to your force, this added benefit will allow your force to ensure you have had access to the most up to date training materials for new officers.

It will avoid the need for duplication of training during your probationary period.

All 43 Home Office Police force's use the MLE as a training/learning platform.

There will be an expectation that you have kept up to date with materials held on this site.